



# **CAMP BRUNEN BROOK**

NEWTON PARKS AND RECREATION

## **PARENT HANDBOOK**

### **Important Things to Know:**

- Located at Peirce Elementary School, 170 Temple St, Newton, MA 02465
- Enter the building using the main entrance
- Sign in and out on the attendance sheets every day
- Standard Day 8:30 am – 3:30 pm      Extended Day 8:00 am – 6:00 pm
- Camp Brunen Brook Summer Phone Number (617) 559-9645

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## **BASIC CAMP INFORMATION**

Camp Brunen Brook is for children entering kindergarten through 6<sup>th</sup> grade in the fall of the current year. The program is held at the Peirce School at 170 Temple Street in Newton MA, 02465. Camp activities take place inside the Peirce School and on the field and playground next to the school. Camp is held rain or shine. On rainy days, activities will take place inside the Peirce School.

The camp runs Monday through Friday and operates from the last week of June through the second week in August. The hours are 8:30 a.m. – 3:30 p.m. for Basic Day and 8:00 a.m. – 6:00 p.m for Extended Day.

TELEPHONE NUMBERS: Camp Phone Number (summer only)	617-559-9645
Parks and Recreation Office	617-796-1500
Channon Ames, Recreation Manager	617-796-1529

If your child is going to be absent from camp please call the camp phone number between 8:15 a.m. and 9:00 a.m. to let us know.

## **WHAT TO BRING**

Each day, campers should bring a morning snack, lunch, water bottle, sunscreen, bathing suit and towel, and bag (or backpack to hold everything). Children in Extended Day should bring an afternoon snack. Please do not send beverages in a glass bottle!

Children should wear play clothes. They may get dirty and possibly wet. You may want to pack an extra change of clothes. Children should wear sneakers and socks to camp. Children may bring sandals or flip flops for water play. ALL ITEMS BROUGHT TO CAMP SHOULD HAVE THE CHILD'S NAME ON THEM!

Items that are left behind at camp will be placed in a lost and found bin. Please check this bin at the end of each week to make sure you have all of your camper's belongings. At the end of the summer, all items left in the lost and found bin will be donated to a shelter.

## **REGISTRATION**

Registration for Camp Brunen Brook for Newton residents begins with the annual Camp Fair. Non residents may register beginning March 1. Brochures and registration information can be received by calling the Parks and Recreation Department at (617) 796-1529 or by going to the Parks and Recreation website at [www.newtonma.gov/gov/parks](http://www.newtonma.gov/gov/parks). Registration is on a first come first served basis and continues until the camper groups fill up. A waiting list will be started once groups fill.

All parents will be required to fill out the following forms and submit the appropriate documents in order to enroll their child in the Camp Brunen Brook:

- Registration Forms
- Medical, Liability, and Photo Release Form
- Emergency Identification Form
- Physical Form
- Medication Forms if child will be on medication at camp including inhalers and epi pens

## **TUITION**

The cost for each week of camp is as follows:

		<u>Residents</u>	<u>Non Residents</u>
Standard Day	8:30 – 3:30	\$200.00	\$215.00
Extended Day	8:00 – 5:00	\$250.00	\$265.00
Extended Day till 6:00	8:00 – 6:00	\$270.00	\$285.00

A \$30.00 non-refundable deposit per week is due with the registration form. There will be no refund of your deposit. We do understand, however, that sometimes plans change, so you will have until March 15<sup>th</sup> to make any changes to the weeks you have registered for. If you cancel out of weeks, the deposit that you have already paid will be applied to the remaining weeks of camp and lower your balance due.

Final paperwork and payments are due May 15<sup>th</sup>. A \$25.00 late fee will be assessed for paperwork and payments received after May 15<sup>th</sup>. There will be no refunds issued for programs after May 15<sup>th</sup> unless due to an injury that prevents the child from participating, or the space is filled by another camper.

Campers will not be allowed to attend camp if the tuition has not been paid and appropriate paperwork has not been turned in. If needed, parents can set up a payment plan in order to pay off camp before the summer. Scholarships are available to Newton residents that qualify. Call the Parks and Recreation Department for more information.

## **STAFF**

The strength of the program lies in our qualified, enthusiastic, caring and responsible camp staff. Well-motivated professionals are teamed with carefully screened high school and college students to provide the skills and energy needed to ensure the success and enjoyment of each camper. Staff are certified in First Aid and CPR. All staff must pass Cori/Sori checks to work at the program. The staff and the program meet the Commonwealth of Massachusetts Camping standards and the Newton Health Department licenses the program.

## **PARENT INVOLVEMENT**

Parents are encouraged to talk with their child's group leader on the first day of camp and throughout the summer. You know your child best. It is helpful to let the counselors know information about your child that will ensure your child has a great time at camp.

If you come to camp during the day, please report to the camp office so we can assist you. If you have any questions or concerns that need to be addressed please schedule a meeting with the director and counselors at a mutually convenient time. Please remember that counselors and other staff must spend their time with the children during the day and may not be available to talk with you. Parents interested in viewing camp policies and procedures should submit a written request to the Parks and Recreation office.

To respect the rights of all campers, please do not take pictures of children other than your own without the camp's permission.

## **CAMPER EXPECTATIONS**

For the enjoyment and safety of everyone involved at Camp Brunen Brook, campers are expected to adhere to the following rules while at camp:

1. Listen to the counselors or leaders at all times.
2. Stay with your buddy/group at all times.
3. Never go anywhere alone. Tell a counselor or leader if you need to leave the group and they will send somebody with you.
4. Respect the rights of others and treat others with the same respect and dignity with which you expect to be treated.
5. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
6. Destroying or stealing property belonging to another person or camp will not be tolerated.
7. Please do not bring money, toys, ipods, cell phones, or other unnecessary belongings to camp to avoid misplacing or losing such items.
8. Most important – HAVE FUN AND ENJOY THE SUMMER!!!!!!

## **BEHAVIOR MANAGEMENT**

For various reasons, children sometimes exhibit inappropriate behavior. The staff will assist the child in the learning process of appropriate and acceptable behaviors at camp.

If a child is misbehaving or not paying attention to instructions, group counselors will try to give the child choices to change his or her behavior. Counselors will reinforce improved behavior and compliment acceptable behavior. If a child is not responding to their counselors and continues to exhibit inappropriate behavior, he or she will be brought to the camp office. Once at the camp office, the director and counselor will talk to the child about their behavior. If necessary, the child's parents will be called.

Any child showing aggressive or abusive behavior towards themselves, other campers or staff will be sent home and a report will be filed in the camp office. Depending on the severity of the offense, the child may be allowed back to camp the next day.

## **CAMPER GROUPS**

There are 2 camper groups at Camp Brunen Brook, one for children entering kindergarten – 2<sup>nd</sup> grade and one for children entering 3<sup>rd</sup> – 6<sup>th</sup> grade. There are approximately 40 campers and 8 staff in each camper group. A group leader will be in charge of each group and specialists and counselors will work with the group leader to run the daily activities. Each group will have 3 different activities offered during each activity period. Children will be able to choose which activity they want to participate in.

During special events, groups may participate in activities together, or they may have separate activities.

## **ARRIVAL AND DISMISSAL INFORMATION**

Campers must be signed in and signed out each day. Please use the main entrance at the front of the school for entering and exiting the school. In an effort to keep traffic moving and campers safe, please park in the designated spaces on Temple Street when dropping off and picking up your campers. Please do not double park.

### **Arrival**

All campers will need to sign in with their parent or designated adult on the attendance sheet inside of the school. Extended Day for campers runs from 8:00 am – 5:00 pm or 8:00 am – 6:00 pm. Campers on extended day should arrive after 8:00 am. Standard Day for campers runs from 8:30 am – 3:30 pm. Standard day campers should arrive between 8:30 and 8:45 am.

### **Dismissal**

All parents or designated adults must sign the camper out on the attendance sheet. The Standard Day pick up is between 3:25 and 3:30 pm. Children that have not been picked up by 3:40 p.m. will be brought to Extended Day. The Extended Day pick up is until 5:00 or 6:00 pm depending on what you have signed up for. The latest Extended Day pick-up time is 6:00 p.m.

### **Late Pick Up**

We understand that at times traffic may be bad or there may be an emergency that prevents you from picking up your child on time. If you are going to be late, please call the camp phone at (617) 559-9374 to let us know you will be late.

If your child is signed up for the standard day, they will join the extended day campers until you are able to pick them up and we will ask that you pay the extended day fee. If your child is already signed up for extended day, we will have a staff person stay with them until you are able to pick your child up or arrangements can be made to have your child picked up. Please note that we do have to pay the staff that are staying late with your child so a fee of \$1.00 per minute will be charged for campers that are picked up after 6:00 PM. Parents that are consistently late picking up their child may be dismissed from the program.

### **Helpful Things to Know**

1. Group leaders will be available during sign in and Standard Day sign out to answer camper and/or parent questions each morning. Extended Day staff will be available during Extended Day to answer questions.
2. If your child is leaving before 3:25 p.m. please give a note to their group leader in the morning.
3. Please make group leaders aware, in writing, if someone other than the parent/guardian will be picking up your child. The individual picking up the child must be prepared to show identification to the group leader if asked.
4. If you know you are going to be late, please call the camp number to let us know. Parents who are late picking up their child may be assessed a late fee.

## **DAILY SCHEDULE AND ACTIVITIES**

Camp is in session from 8:30 AM to 3:30 PM. Extended hours are available from 8:00 AM to 6:00 PM. Camp activities include sports, arts & crafts, inside games, playground activities, creative writing, music & drama, gym activities, science & nature, water play and special events.

### **Sample Daily Schedule**

<b>8:00 – 8:30</b>	Extended Day	<b>11:35 – 12:15</b>	Activity Period 4
<b>8:30 – 8:45</b>	Morning Sign In	<b>12:20 – 12:55</b>	Lunch
<b>8:50 – 9:30</b>	Activity Period 1	<b>1:00 – 1:40</b>	Activity Period 5
<b>9:35 – 10:15</b>	Activity Period 2	<b>1:45 – 3:20</b>	Daily Special Event
<b>10:20 – 10:45</b>	Snack	<b>3:25 – 3:30</b>	Afternoon Sign Out
<b>10:50 – 11:30</b>	Activity Period 3	<b>3:30 – 6:00</b>	Extended Day

## **WATER PLAY**

Water play activities are offered every day (unless it is raining). Water play activities may include sprinklers, slip and slides, inflatable water slides, kiddie pools, water relay races, water balloons, and other water activities. Campers that choose to participate in water play will need to bring a bathing suit and towel to camp.

## **THEME WEEKS & SPECIAL EVENTS**

Each week of camp will have a special theme. Activities and special events will revolve around that theme. Special events may include hired entertainers, arts and crafts, music, sports, games, and cooking. Please refer to the camp calendar to find out what this year's theme weeks and daily special events will be.

## **INCLUSION PROGRAM**

At Camp Brunen Brook we believe that all children should have the opportunity to participate in a summer camp experience. The Newton Parks and Recreation Department works closely with the Newton Public Schools to place students from inclusive classrooms into Newton summer camps. These children receive additional assistance at camp to ensure a successful experience.

## **CIT PROGRAM**

CIT's that have completed the first year CIT program at Albemarle Acres are welcome to do their second or third year as a CIT at Camp Brunen Brook. CIT's work closely with the campers during activity periods to gain additional experience on how to become great counselors.

CIT's are closely supervised by camp staff and the Director to make sure they are interacting with campers appropriately. Because CIT's are still learning how to become counselors, they will never be left alone with campers.

## **HEALTH AND ILLNESS**

Camp Brunen Brook is certified by the Newton Health Department. In addition, Camp Brunen Brook makes a strong effort to prevent the spread of illness by encouraging hand washing and keeping the facility clean and disinfected.

If your child is not feeling well during camp, every effort will be made to care for them at camp. However, should your child be better cared for at home, you will be asked to make arrangements for them to be picked up. Please do not send your child to camp if they are vomiting, have a fever, diarrhea, chicken pox, conjunctivitis, or any other illness that may be spread through contact.

On the first day of each week of camp, staff will do head lice screenings on all of the campers. Any child found to have head lice or nits will be sent home until they have been appropriately treated and the child is free of lice and nits.

## **FIRST AID**

If campers get bumped or scraped while playing they will be taken to the camp office for first aid. Only staff certified in CPR and First Aid will be allowed to treat injuries that campers receive while at camp. Any time that first aid is administered to a camper, the date, camper name, injury, treatment, and the person administering first aid is recorded in the first aid log book in the camp office.

If the injury is severe and 911 is called, parents will be contacted immediately. If the parents can not be reached, the emergency contact will be called. If a child needs to leave camp in an ambulance, a staff member will travel in the ambulance with the child and stay with the child until a parent or the emergency contact arrives.

## **ALLERGY GUIDELINES**

Many children have allergies to a variety of foods and the environment. It is important that parents talk with the Recreation Manager to ensure that all staff at the program are aware of potential allergens and reactions to look out for.

Newton Parks and Recreation has developed the following guidelines to ensure the safety of all of our campers:

- maintain a no sharing/no trading policy on food that is brought from home
- monitor snack and lunch to ensure that children are eating their own food
- Ensure children wash hands before and after eating to avoid coming into contact with potential allergens
- Wash all tables or countertops before and after all activities involving food
- All staff are trained in the signs and symptoms of allergic reactions and what to do if an allergic reaction occurs
- Several staff at the program are trained in the administration of epi pens



**MEDICATION**

If your child will be taking any kind of medication that they will need to be given at camp, you must notify the Camp Director. The camp is only able to administer oral medication, inhalers, and epi pens. Parents must fill out the appropriate paperwork per Health Department and State regulations. No child will be able to receive medication at camp without completion of the appropriate paperwork.

Medication must be brought to camp in its original container with correct administration and dosing information written in English. All medications (with the exception of inhalers and epi pens) will be stored in the camp office in a locked cabinet.

Any campers needing an inhaler or epi pen will be allowed to keep that medication with the group at all times. Staff will be responsible for carrying the epi pen or inhaler to administer as necessary.

## **IMPORTANT RESPONSIBILITIES FOR PARENTS**

**C**heck your child's backpack or weekly email newsletters for notices pertaining to camp.

**A**dvice camp directors and counselors of any health concerns your child might have (medications, allergies, etc.).

**M**ake sure to label all of your camper's belongings.

**P**ack a snack and lunch each day.

**B**e on time when dropping off and picking up your child or call to let the camp know you will be late.

**R**ead the Parent Handbook and be familiar with camp policies.

**U**se the back entrance of Peirce School to enter and exit the building for camp.

**N**otify the camp in writing if someone other than a parent/guardian will be picking up your child.

**E**valuate the program and let us know how we are doing. We strive to make camp a wonderful experience for both campers and parents. Evaluation forms can be filled out or you can talk to the directors or recreation manager and let them know what you think.

**N**ote your child's likes, dislikes, and personality traits on the identification form so we can get to know them better.

**B**e sure to ask questions. If you want more information on camp activities or if you have questions about the camp just ask and we will be happy to answer any questions for you.

**R**evue camp rules with your child prior to the start of camp

**O**rganize your camp paperwork and payments and submit everything by May 15<sup>th</sup>.

**O**ccasionally check the lost and found to see if your child has misplaced items there.

**K**ee us in mind when your child is sick and call to let us know your child will be absent.